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# The COMPASS

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## STANDARD OF EMPLOYMENT PRACTICES FOR SOCIAL WORKERS

A Statement Prepared by the Division on Employment Practices for AASW Discussion

## THE MERIT SYSTEM AND SOCIAL WORK

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Fellowships and Scholarships in Social Work
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**1937 Delegate Conference, Washington, D. C.**
**February 19-21; Mayflower Hotel**

## *Ohio Civil Service Suit Dismissed*

A victory for the merit side of civil service was won a few days ago in Ohio. The winner was the Ohio Civil Service Commission when the Court of Common Pleas dismissed an injunction suit which, if successful, would have invalidated examinations for several positions in the state welfare program. Effectively supporting the Civil Service Commission was the Ohio Council of the American Association of Social Workers, which employed counsel and assisted the Commission to present its case.

The examinations were for case supervisor and district supervisor in the state service, and case supervisor, executive secretary and visitor in the county service, all being positions recently created under the state Security Act.

The Ohio State Civil Service Commission set minimum standards of education and experience as prerequisites for candidates for the examination. Preferred standards for the higher supervisory positions were in terms of college education plus professional education and experience. Optional prerequisites for the position of visitor in the county service were as low as "high school education and two years' full time paid experience." Candidates who met these requirements were certified as eligible for examinations held September 29 and 30. That the prerequisites were not higher was a source of some concern to the AASW State Council and other groups interested in high personnel standards in the state.

After the examinations had been held, a legal action was begun in the name of Lela M. Myers, a resident of Kent, which sought to enjoin the Civil Service Commission from proceeding with the grading of the examinations or establishing an eligible list of candidates on the ground that the plaintiff had been rejected for the competitive examination. The plaintiff alleged that the Civil Service Commission had exceeded its legal authority in setting up prerequisites, and in addition to enjoining the Commission from taking further action, sought an order to compel the Civil Service Commission to hold another examination with "reasonable, proper and impartial qualifications for admission to the examination." The plaintiff further alleged that she was qualified by education and experience to perform the duties of a visitor in the county service, on the ground that she held a B.S. degree and had additional education and experience, although not qualifying under the Commission's rules.

The AASW State Council, members of which had served as an advisory committee on personnel for the State Division of Public Assistance, engaged Wendell Falsgraff, a Cleveland attorney, to act as "a friend of the Court" when the action was brought before Judge Leach in the Court of Common Pleas, in Columbus, for a hearing. The League of Women Voters was also interested in the proceedings.

The Council also worked with the Civil Service Commission in securing witnesses. One was Judge Eastman of the Cuyahoga County Juvenile Court, another Mrs. Charles Webb of the University Hospital's Social Service Department. Testimony for the defense pointed to the moderate nature of the prerequisites. The hearing aroused interest throughout the state and afforded an excellent opportunity for the presentation of facts about social work and the need for professional education and training.

On December 31, the presiding judge handed down his decision dismissing the plea for a permanent order enjoining the Civil Service Commission from proceeding with the grading of examinations and the preparation of an eligible list, holding that the Civil Service Commission had acted in accordance with the law in establishing prerequisites for candidates for the competitive examination.

Although an appeal may be taken, the State Council believes a note has been struck in Ohio in favor of the merit principle in the civil service. Prompt and decisive action by the state AASW organization has set an example as to ways in which a professional organization interested in merit standards may help protect them from hostile attacks.

The principle involved in selecting personnel through the civil service method is to secure the best qualified persons from the standpoint of education, training and experience to fill existing positions in that service. However, this principle does not always meet with the approval of patronage-minded public officials and others who give the civil service method lip service on one hand and work diligently to defeat it on the other.

This peculiar point of view rises to the surface whenever the subject of prerequisites is brought forward in discussions of the civil service method. The opponents of the prerequisite idea base their opposition on the fact that they favor an open competition for jobs in the public service, as if the purpose of the civil service method was only to arrange competition and not to assure the ultimate selection of competent personnel.

During the past six months this issue has been raised in several states and has served as a red herring to confuse the general public. By and large the general public endorses the civil service method and large segments of the public consider civil service and the merit system one and the same thing—overlooking or forgetting the fact that the civil service method is only a mechanical device for attainment of the merit principle. A civil service system which does not include the merit principle

can be more vicious than a patronage system of selecting personnel for the public service.

There can be no question that one of the best methods of cementing the merit principle to the civil service method is the adoption of prerequisites for candidates for a competitive examination. This device insures the merit principle by pre-selecting from the list of potential candidates those who can measure up to a minimum standard of education, training and experience considered necessary or desirable for candidates for a particular job.

## *A. F. of L. Seeks Data on Relief Situation*

Frank Morrison, Secretary-Treasurer of the American Federation of Labor, in a letter to Walter West, executive secretary of the AASW, dated December 23rd, requested information relative to the current relief situation. Asking specifically for data relative to the present adequacy of general relief throughout the country, the A. F. of L. official wrote: "Earlier in the year, particularly after the change from the Federal Emergency Relief Administration to the WPA, there were serious inadequacies in relief in a large number of places. Has this situation improved at all or are there still great inadequacies in the relief funds available for those who need them?"

Herewith is Mr. West's reply to the inquiry:

In answer to your inquiry about the relief situation at present, I can make the following general statements. As noted below, statistical data are not available on a big fraction of the problem at the present time. With some work on available figures which we have under way, I might be able to give you some more specific statements later. This is by no means a complete statement of the problem but it covers a number of the main points relating to the question of relief need.

1. A very large number of families and single persons are in need of relief in localities in which relief practice is low standard and humiliating or practically non-existent. The standard in such areas is in great contrast to the kind of relief standards maintained under the FERA.

2. No one knows the number of such families and single persons because no totals are available covering many jurisdictions and also because the figures that are available relate to those receiving relief on greatly varying standards and therefore do not reflect anything like the number that are in need, according to any consistent or reliable standard, as was much more nearly the case under FERA.

3. Certain factors are known, however, such as that many families and single persons are in need who are "employable." That is to say, the works programs have never provided for anywhere near all of those who were in need who could be employed, but only for part of such families and persons.

The need for relief is not exclusively found in categories of "unemployable," "old age," "dependent children," "blind" and so forth, for which special programs have been developed.

Not only is it known that the very large number in need includes many persons able to work if suitable employment could be found, but there is a vast amount of evidence that this group is not made up of paupers or indigent persons. Very active turnover in the case loads indicates a mass attempt on the part of the group itself to lift itself above the relief level and points to the need for serious consideration in national public policy.

The number of persons receiving work or assistance through federal and state programs for dealing with the various categories cannot be subtracted from a mythical "total in need" to arrive at a residuary total. Many apply for categorical assistance who were not included in previous counts. Also FERA figures on which announced totals were based did not include all existing categorical relief loads nor all local poor relief.

(Please note that this is not in any way a complaint against programs such as WPA, which originally was not intended as relief, or against old age relief, which is provided to persons who would not be accepted by local poor relief. It is merely a warning that the numbers on such programs cannot be counted as a reduction of the total people in need.)

Undoubtedly the pick-up in industry has relaxed to some extent the need for direct relief. This, however, would have applied principally to the works programs because they were supposed to have absorbed these people. As above noted, however, the "employable" category used as a basis for the development of the WPA program was never valid and reflected only the restricted ability to provide employment on accepted projects. It is a matter of record in some places, for instance, that the absorption into private industry is greater from the "unemployable" category than from the "employable." In spite, therefore, of the higher average rates paid on WPA than on previous FERA direct and work relief, the effect on wage rates generally may be worse than before in view of the fact that local units may refuse relief to those not on WPA and force them to accept whatever work is available at very low wages. Instances of this are shown in our New Jersey study, a copy of which is attached. Under FERA, while the average grant was less than under WPA, there was a national policy and national authority which prevented this degree of exploitation.

4. State and local programs for dealing with direct relief are with some exceptions totally inadequate. In large areas no pretense of relief except in the form of surplus products has been made. In other states the matter has been turned back to localities with the result that while some such localities could and did maintain relief standards, many others reverted to shamefully savage practices in their efforts to economize and reduce the load. I refer again to the attached New Jersey study and am sending also a copy of a survey made in certain counties in Illinois and a copy of a survey of 25 states made a year ago. While the situation has changed in some localities since that time, of course, and the numbers in need have no doubt varied, the data can only mildly reflect the situation in a very large part of the jurisdiction since the federal aid for direct relief has been withdrawn.

Local poor relief practice in this country has always been abominable. Left to their own devices since the

withdrawal of the federal government, states and localities have tended to revert to their former levels of standards and practices but with this difference, that the tragic victims of such policies could now be counted in the millions.

Inducing the trend toward low standards is the transfer onto local resources. Limited bases for taxation and heavy demands for other existing relief programs create great difficulty for the maintenance of relief standards and relief organizations and many of those which have persisted since this part of the program was abandoned by the federal government are constantly subjected to local attacks and to further reduction of relief standards and practices. Inducements in the form of federal grants of 33 1/3% for dependent children, 50% for old age and blind relief and probably more than 75% or 80% for WPA projects, tend to direct the resources which most communities can or are willing to offer, to those programs. With no reimbursement for general relief on which, frequently, more families depend than on other programs, this part of the problem is neglected with tragic results to those in need.

It is for these reasons that a federal grant for direct relief for the kinds of problems not now covered, as well as for the present categorical problems, is an urgent need.

## *Fellowships and Scholarships in Social Work*

Fellowships and scholarships in social work available for the year 1937-38 are published in this issue of *The Compass* (pps. 13-18). This list, which the AASW compiles annually, gives complete information regarding the scholarship offerings of the member schools of the Association of Schools and also includes some offered elsewhere. That this information is widely used by members and others is evident from the fact that in addition to publication in *The Compass*, a large number of reprints are distributed every year in response to requests received in the national office.

The schools of social work report considerable competition for the limited number of scholarships and fellowships which are available and the resulting necessity of limiting selection to those candidates with exceptionally good academic and personal qualifications. Some fellowships are available only to those who have already had at least a year of graduate work or some social work experience or both. A number of schools do not have any special scholarships or fellowships for social work students and these students must compete with those from other departments for general university fellowships which again means an unusually good record if a fellowship is to be secured.

Attention is called to the early closing date for a number of scholarships and fellowships (February 1, February 15 or March 1, in a number of instances) and the consequent importance of making prompt application.

## *Further Notes on the Delegate Conference*

### *Washington, D. C., February 19-21*

In this period of transition from large emergency to large permanent relief programming, professional social workers, through their Delegate Conference, have a particular need to examine the principles of their opinions and activities. To do this requires that consideration be given to what outstanding gaps there are at the present time with relation to client needs, public and private welfare provisions, to personnel and training provisions.

What does a summary of going programs show as to aims and coverage? What are the gaps between needs and planning as of today? Who are the unemployables? What are the things which social workers still need to know in order to form opinion about what there should be in a more stable situation? Where is there the kind of social work evidence that would take the relief issue out of politics? What do "spot reports" on case load show? What might be the significance of the hidden or anonymous issues with relation to budget and administrative planning?

These questions, bearing as they do upon the question of social action as a professional function, should point up some of the major things that are involved in the Association's concern to further issues that become demonstrable from social work practice. The development and interchange of professional data and hypotheses derived from practice suggest themselves as the bases upon which social workers can make their particular contribution.

It follows that administration as a professional function should be examined for the factors that make it an enabling function inextricably related to the practice functions and therefore grounded on the same professional training and experience.

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The implications of such broad issues should be viewed with respect to the meaning and limitations inherent in professional educational discipline and inherent again in staff education. The whole problem of incorporating into professional education the experience of professional practice, and of relating principles and procedures to each other would seem to be involved. In order to take direction on immediate questions about training and personnel in connection with permanent programming, it is essential to set forth the issues indicated.

The principles of professional relationships impinge heavily upon the question of conditions under which social work is practiced, and this should be shown in relation to their effects upon the quality of practice that is developed by social workers. The tentative "Statement of Standard of Employment Practices for Social Workers," published elsewhere in this issue of the *Compass*, incorporates many factors and suggested provisions which have previously been under national and local committee discussion and provides a common basis for viewing the principles involved.

Professional social work's responsibility for sponsorship and support of its practices under public and private auspices, a question which seldom emerges clearly as a criterion for determining policy or strategy and therefore needs to be pursued through discussion; the nature of the external controls of social work practice as they relate themselves to lay sponsorship and support; interpretation of social work's function in this connection; agency competition as it creates professional problems—these are questions which need to be opened up if client needs are going to be understood and if services are to be gauged, and neither overestimated nor underestimated.

## *AASW Conference Policy*

The Association in connection with its Delegate Conferences accepts responsibility for seeing that there is no discrimination applying to any delegates or invited guests, insofar as program meetings are concerned. At the same time, according to a policy defined by the Executive Committee, the Association does not take any responsibility for eating or sleeping accommodations or entertainment, except to ascertain that the city in which the conference is held offers such accommodations. The Executive Committee's resolution, as proposed by the Committee on Conference Programs, is:

> It is declared to be the policy of the Association in planning the Delegate Conferences, that all hotels and other buildings in which meetings are held be required to guarante that all such meetings will be open to all members and all invited guests without discrimination. It is declared further to be the policy of the AASW in connection with all conferences that it does not assume responsibility for arrangements for meals, housing, recreation, etc., of members or guests, beyond ascertaining in general that the meeting city can provide such accommodations.

# THE MERIT SYSTEM AND SOCIAL WORK

*Presented by Ray L. Huff, Parole Executive of the Federal Bureau of Prisons and Board of Parole, representing the AASW at the Annual Meeting of the Civil Service Assembly in Cincinnati, October, 1936.*

THERE is practically unanimous endorsement of the merit system by those engaged in the various fields of social work. Representative organizations in these fields have endorsed the merit system. The American Prison Association at its recent convention reiterated its long stand by supporting the "civil service merit system and the principle of adequate training for all prison workers." The American Parole Association wrote into its Principles of Parole the statement that "this service is a branch of social case work which is bound by the same professional standards as the better class of family welfare societies," in addition to defining in further part that parole work includes the field of community organization.

At the Attorney General's Conference on Crime held in Washington in 1934, the delegates, representing a wide variety of public and private activities, asserted that "no political or other improper influence shall be tolerated."

The American Association of Social Workers at its 1936 Delegate Conference wrote into its Outline for a Federal Assistance Program, the principle of personnel selection by means of the merit system.

These expressions represent the considered judgment of responsible authorities. They are speaking of merit as determined by capacity and ability to serve the public on the basis of general needs, as distinguished from a capacity to serve needs which are not those for which a public program was set up.

It is in relatively recent times that public services have been making extensive demands for trained personnel in the social work field. There is no legal recognition through license or even certification for social work at the present time.

There are many instances where the claim is made that appointment to public service is on the basis of merit. At least it can be said that it is seldom we hear that appointments are made *without* merit. Our difficulties for both the present and the future in this work rest on the fact that there are different existing standards of merit in different jurisdictions.

In the long established professions there has come to be a certain standard established. Medicine, law, ministry, education, have developed standards over a long period of time and have protected these standards by legislation. While there are wide variations among the standards set by these professions, the public in general has assurance that capacity and ability are prerequisites to license or certification.

Where the expert competes with others in private practice, the law of supply and demand adds to the protective features which the public secures. The public service does not provide this rigid selection. Protection to the public service depends on established means of selection and measures of retention.

In certain public systems strong efforts have been made to provide adequate selection. Representative of voluntary effort and not because of legislative requirements, social workers of long experience and professional stature organized themselves into the American Association of Social Workers. This Association recognized the fact that by subjecting themselves to specific training plus controlled technical experience they would be following the historically sound method by which a professional body of practitioners is developed. Requirements for admission to full membership in the American Association of Social Workers include 24 semester hours of technical courses in recognized schools of social work plus 300 hours of supervised field work practice in addition to a minimum of 20 semester hours in biologic and social sciences.

It is now a fact that in the field of social work the demand exceeds the supply of trained and experienced workers. It is reasonable to believe that the many governmental activities in the welfare field, federal, state and local, and the anticipated effects of such special studies as the Survey of Release Procedures, now being conducted under the direction of the Attorney General of the United States, will cause an increase rather than a decrease in the demand for qualified personnel.

In the face of the expressed demand for the use of the merit system for selection and retention, we have at present only about 10,000 members of the American Association of Social Workers. In the correctional field the number is very small. There are a few career personnel who, while not members of this Association, have demonstrated a standard of performance which merits public confidence. In spite of this situation, the work must go on and it is natural that we should cooperate with other organizations which hold the faith of the public to work together to preserve and improve the service the public requires.

In a general sense the words "civil service" have come to mean "merit selection and retention." Adequate measures of selection make for economy in government programs through continuity of service and provide a stability which retains public confidence. The values of civil service rise or fall with the adequacy of the measures of selection. If these measures are defective, continuity of service does not provide an economical performance of work. When these measures are not adapted to the particular work to be done, the well-recognized security offered by civil service practices becomes troublesome and costly to the public. In addition the result of such experiences undermines the public faith in civil service as an instrument for public protection.

It appears to be common experience that the testing procedures usually followed for selection are most satisfactory when the elements of the work to be done are specific in nature. It is relatively easy to measure skill and aptitude in stenography, typing, mathematics, chemistry and other skills which are separable in their elements. It appears to be recognized that where the ever present problems of personality, of complex skills, of the application of skill to variable functional situations are involved, the testing process is less exact. These are difficulties which must be faced, in order to find satisfactory solutions.

It is the opinion of those who represent the general field of social work, especially perhaps as it is applied to the correctional field, that the civil service expression of merit system holds the public confidence. Where tests have been prepared and conducted by persons who are competent in the field, the results have been encouraging. However, when it is proposed that tests and measures for selection be prepared and graded by persons who are not experienced and qualified in the area tested, the results tend to diminish confidence in civil service. Where civil service administration lends itself to the practice of removing a position from civil service and then replacing it under civil service when a new appointee of other merit arrives, the confidence in civil service is weakened.

The points in favor of civil service are those long proposed in its favor: adequate choice of persons qualified to do the job, measured alone by ability to do the specific kind of work; open and fair competition and selection of those who demon-

strate good capacity; security to the worker on the basis of adequate standards. This is not only an immediate guarantee to the public, but is a reasonable requirement in view of the highly specialized and non-competitive nature of public work.

Opposition to civil service springs in part from the mismanagement found in operation. The system, like many others, suffers from the misdeeds of a minority, with resulting accentuation of failures. More specifically, arguments against civil service rest on the belief that many fields of work are not adapted to examination. Other objections are raised to the unnecessarily low standards frequently set forth as prerequisite to taking examinations. These are objections to operation which can be remedied.

In spite of difficulties and in accord with confidence, social work organizations endorse civil service. I am authorized to offer the services of the staff and of the committees of the American Association of Social Workers and of the American Parole Association for cooperative effort with members of this Assembly in developing standards of eligibility for examinations, and in developing the subject matter of examinations in this general field. The great demand for social work personnel cannot be met at once without utilizing persons not technically eligible to membership in the professional body. Our concern is mutual that those persons who will engage in social work and carry the name of social worker—whatever the specific title—be persons who will develop competence and render adequate service and hold in good repute the status of civil service.

As a practical matter in view of limited qualified personnel it seems reasonable to urge that, in the interest of effective service, persons of highest qualifications be selected for supervisory positions regardless of residence, and that probationary periods following selection be extended. This will permit an in-service training which will reinforce the process of selection and will test under observation those attributes of personality which are of prime importance in this field of work.

In the federal penal and correctional institutions, for example, all incoming personnel is selected from a civil service list. A probationary period of one year includes a mandatory course of study and coincident technical supervision. Weights are placed on the opinion of "those qualified to judge" as well as on the probationer's ability to complete the study course. In addition, the plan includes the recognition of special interests. For officers whose records and tests show capacity and interest in special fields, opportunity is provided whereby they may equip themselves through selected course study and instruction and through supervised experience in the specialized work. For parole officer appointments the procedure is to take the first 50 with special aptitudes demonstrated in that field, and from these select by weighted examination the top 20. These 20 persons are permitted to engage in further specialized training and receive credit for extra work done in parole services approximating 400 hours. As vacancies occur thereafter, these persons receive favorable consideration. It has been the practice for the Federal Civil Service Commission to work with the Bureau in the development of examinations for original qualifications.

Such factors as physical and mental health, and social factors which assure general stability, can profitably be used as basic tests for eligibility. Vocabulary tests when properly selected and secured can help determine whether the person is eligible to talk with persons engaged in the work to be done. Problems selected to test consistency in judgment can be of assistance. The general preparatory areas in the related sciences of education, psychology, sociology, health, psychiatry and law can be adapted in this emergency situation in testing for probationary appointment.

It is important, however, that the disciplines of the formal sciences be adapted to the social work philosophy and practices, if selection is to prove fruitful. The individualization of problems is peculiar to the social work function and is necessarily found in the literature on trends and group concepts.

In the present emergency facing us in the matter of personnel required to perform various functions in social work, we advocate joining forces with the civil service organizations in formulating valid subject matter and assisting in validating the social work interpretation of results. The professional association of social workers is interested to assist in such joint effort. We look to you for the tests of reliability of measures in the hope that our combined activity will improve our service to the people as a whole.

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Additional reprints from *The Compass* now available include the article by Walter West on "Purpose and Value of Standards in Social Work" which appeared in the December 1936 *Compass* (published originally in the 1936 *Proceedings* of the National Conference of Social Work), and the article on "The Professional Association: Function and Activities" which also appeared in the December *Compass*. Copies may be secured from the national office at five cents each.

# A STATEMENT OF STANDARD OF EMPLOYMENT PRACTICES FOR SOCIAL WORKERS

THE national Division on Employment Practices has recommended to the national Executive Committee a statement for use as representing the professional association's basic position on the question of specific features which should make up a definite standard policy of employment practices for social workers.

The Executive Committee has approved the release of this statement which appears below, for discussion purposes throughout the AASW.

*Basis for a standard*

The principles and specific features of the statement are predicated on the belief: that the professional quality of social work should be protected by good employment practices; that selection and maintenance of personnel on the basis of competence should be supported by a continuous policy of mutually understood procedures of personnel management; that the contractual nature of conditions of employment is essential to employer and employe in good management of subsequent circumstances; that the degree to which individual capacity can develop among social workers as among other professional practitioners requires that certain safeguards be erected against external factors which might interfere with advancement of knowledge out of practice; that the setting up of policies to protect the professional practice of their field is the proper function of the professional body of social workers rather than the sole prerogative of individual or corporate employer.

*Employer-employe relationships.*

Mutual understanding of the requirements of the position and the conditions of work is an essential to good personnel selection and to responsible acceptance of a position, and therefore, to good working relationship between employer and employe; and this applies both to the executive who is responsible to a lay board or other lay authority, and to the employe who is responsible to an individual social work executive.

The elements of appropriate employer-employe discussion prior to appointment are common to the wide range of social work positions and important in varying degrees to professional self-direction on the one hand and to judgment in personnel selection on the other hand. It is appropriate for either party to introduce any of the factors for discussion while the candidate is under consideration for and is interested in the appointment. Obviously individual judgment enters into the question of degree and relative importance of information requested or imparted in connection with a given candidate or a given position.

*Conditions about which there should be discussion and mutual acceptance in case of appointment to and acceptance of the position*

NOTE: Available statements on employment practices or job specifications defined by law or described in official rules and regulations, manuals, etc., will, of course, reduce the necessity for discussion of these factors by interview or correspondence.

Candidate's preparation, experience and personality, with relation to his fitness for the position in question;

Character and volume of duties of the position;

Organizational lines of responsibility;

Present salary and classification or other range of progression, conditions, and prospects of salary;

Probationary provisions;

Conditions for termination of appointment;

Provision for period of orientation to specific agency functions;

Working hours, policy on overtime and conditions of compensation for required overtime;

Required staff expenses and provisions for such;

Limitations as to race, creed or other personal characteristics;

Agency expectations as to professional growth of employes;

Professional opportunities in supervision, staff education, time off for study, professional activities, teaching, etc.

Operation of staff participation in administrative policy making;

Function of employe's group, if organized, in relation to administrative policy making;

Physical conditions of work;

Holidays granted;

Amount and conditions of vacation;

Sick leave provision and conditions;

Workmen's compensation or similar provision;

Retirement provisions and conditions;

General stability of the agency;

Agency program in relation to community needs;

Agency functions and services;

Policies of recording and evaluating social work practice in the agency;

Professional equipment of agency personnel;

Policies on evaluating and recording performance of agency personnel;

Provision for personnel adjustments.

*Statement of good practice for use as a measuring rod by which current practices might be examined and evaluated*

*A.* The fundamental principle is that *employment should be on the basis of qualifications and indicated competence for the particular position.* Facts about general and professional education and about social work and related experience should be supplemented by evaluation of personal capacity in the light of the requirements of the position. This evaluation may be based upon examination, personal interview, appraisal by former employers, and other sources of information as to probable fitness and growth capacity for the position. The candidate has responsibility for making available to the prospective employer facts about himself with regard to preparation and experience, individual professional interests and capacities, health, disability or outside responsibilities which might affect placement or continuing performance.

It is important to recognize that references are difficult to write and that they vary in their usefulness with relation to a particular situation; that professional preparation is more readily assessed than is the individual's opportunity and use of such equipment. In effect, the prospective employer exercises a degree of judicial choice in the matter of appointment under either formal or informal merit system.

*B.* Employment should also be based upon agreement as to the specific conditions of work and upon mutual understanding between the agency and the employe as to policies and professional purposes.

1. *Orientation to agency functions.* Recognizing present levels of development, and certain inequalities in professional education for social work, and recognizing the complex functional organization of social work and also the wide gap between supply of and demand for qualified personnel, there should be on the part of the agency: (a) acceptance of the fact that only a small proportion of social workers can present background experience in many of the functional aspects of social work; (b) a degree of willingness to accept basic social work qualifications and to consider in instances where additional qualifications are lacking that it may be proper to make some provision for the appointee for a period of orientation to specific agency functions.

The social worker by electing to supplement his social work experience and the agency by permitting him to do so share the burden of advancing professional practice beyond the level of basic professional education.

2. *Job specifications.* The scope and duties of each position should be as clearly defined as possible. The size of the job is so closely related to the kind and quality of the work performed and the individual worker's capacities, that no one standard would be valid. The amount of work assigned should be only what the worker can reasonably be expected to accomplish in the regular working time. Clerical service should be sufficient to enable the professional staff to perform professional duties.

3. *Probationary employment.* A probationary period of considerable and known duration is usually valuable to both parties, to permit the employe opportunity to learn at first hand exactly what is involved in his position, and to demonstrate his capacity for performing it. To accomplish this end, it is essential that there be appropriate supervision and fair evaluation during and at the end of the specified period. Any specific agency expectations for this period should be understood. Circumstances may make it desirable for the employer to waive the probationary provision.

4. *Personnel records.* There should be periodic evaluations of the employe's work which should be recorded along with agency considerations and decisions based upon them. Employes should participate in making the evaluations and should know in general their content. Such evaluations should be the basis for continuing employment, transfers, promotions, or dismissals.

There are numerous considerations in recording personnel evaluations. There may be regard only for performance in the immediate position and under the immediate conditions of that position; there may be regard for indications of the individual's capacity to function as a social worker under other or unknown conditions. Since these records of evaluation serve inevitably as basis for reference writing in the case of resignations and dismissals, it is important that they contain not only the elements of evaluation of performance under present conditions, but also some elements of evaluation of general capacity to function as a social worker under different or unknown conditions. Inasmuch as agency personnel needs may change, certain broad considerations may also be of value to the agency.

5. *Tenure of employment.* Continuance in the position should be based upon continuing satisfactory performance by the employe. Considerations other than fitness and competence are not a valid basis for continuing or terminating employment except as they involve specific agreements between employer and employe.

6. *Superannuation of Personnel.* The worker of long service who ceases to perform a valuable function requires a difficult weighing of human factors against the furtherance of professional services. Where it is felt the agency has a responsibility, retirement on a pension or help in securing other, more suitable employment, may offer some partial solution. The practice of periodic evaluations should tend to reduce this problem and make possible an equitable arrangement for timely retirement of personnel.

7. *Notice of resignation or dismissal.* The agency should give the employe at least a month's notice of dismissal and a longer period if possible, during which it should pay his salary, even though it should feel it advisable to dispense with his services before the expiration of the notification period. The employe should give a like period of notice of resignation. The employe is entitled at the time he is given notice to: (a) definite reasons for his dismissal, stated in writing if he prefers; (b) opportunity for a fair hearing.

8. *Promotion.* Advancement to a more responsible position should be dependent upon the worker's fitness and preparation for the new position. Seniority in itself should not constitute the sole basis for such advancement.

9. *Salaries.* The agency should have a definite salary range with minimum and maximum rates for each type of position. Workers should know what this range is and the basis on which increases are to be expected. Salaries and salary ranges should be subject to regular review.

Salary scales should permit persons with special interest and skill in one functional range to continue with financial compensation appropriate to the professional importance of that function. This would make it possible for instance, to advance social work practice by continuing a larger proportion of professionally qualified persons in non-supervisory and non-administrative positions.

The rate of pay should take into account the cost of a professional scale of living in the given community, the cost of the professional education required, and the value to the agency, the community, and the profession in the kind of service the employe gives.

If the policy of the agency is to give periodic salary increases automatically, it puts extra importance upon the careful and regular evaluation of the employe's work as a basis for continuing employment. If salary increases are discretionary they should be used as recognition for service or ability which may not qualify the worker for promotion to another classification but makes him more valuable in his present position.

Transportation or other expenses necessary to the work should be a matter of special provision or should be taken into consideration in setting salaries.

When it is necessary for a worker to live at the place of employment, full salary should be paid in cash and a charge made for maintenance.

10. *Hours of work.* The agency should expect a definite number of hours of work and should not expect or require overtime. The time should be allocated to meet the needs of the agency and the community without necessitating regular overtime work on the part of the staff.

Thirty-eight hours a week should be the maximum. The best practice provides shorter working hours in the summer with opportunities for frequent Saturday mornings off.

While it is believed that unavoidable overtime work should be fully compensated for either by equivalent free time or by additional salary at the rate of regular work, overtime should be a temporary expedient and not a regular policy. Where a staff is consistently working overtime, there should be a reconsideration of the content of the job in relation to the size of the staff and the hours of work.

11. *Physical working facilities.* Physical conditions of work should be at least in accordance with state laws. There should be minimum provision for light, heat, ventilation, fire protection, and sanitary and rest facilities for both workers and clients.

To secure efficient work, the arrangement of furniture and equipment should provide space and necessary privacy, and should be adapted to the work of the persons using them.

Provision of adequate telephone and clerical service, adequate supplies in both kind and amount, is essential if time and effort are to be conserved.

12. *Holidays.* Holidays to be observed depends on the custom of the community, but those recognized by the agency should be specifically known to the employe so that he may plan for his use of them.

13. *Vacations.* A definite period of vacation with pay should be part of the remuneration for services performed, and is due the employe whether he leaves the agency or continues in its employ. If he is employed less than a year, vacation accrued should be granted in line with contractual agreement as to conditions of termination of employment.

The best common practice provides the equivalent of 2¼ working days per month of service or approximately a month's summer vacation a year, and in addition, short winter or spring vacation from 2½ days to one week.

The practice of giving an employe of only one year's service a shorter vacation leaves out of account that his need for the full amount is likely to be as great as that of the worker longer with the agency and implies that the vacation is a reward rather than part of the regular compensation.

14. *Sick leave.* Sick leave should be allowed for a definite period per year. The full sick leave should not be contingent upon the employe's having completed the year of work prior to the illness, but should be available as needed within the year. One month per year is common good practice.

Ordinary and exceptional instances of periods of sick leave and payment of salary can be covered by agency insurance provision against this risk.

15. *Maternity leave.* Definite provisions for maternity leave are desirable and where they exist should be known to the staff.

16. *Leave of absence.* Leave of absence for professional study or experience and sabbatical leave are matters of good practice.

17. *Accident policy.* The agency should carry workmen's compensation insurance to cover accident to employes in line of duty.

18. *Retirement.* Pending inclusion of employes of social agencies under the old age benefits of the Social Security Act, it is especially important that basic and supplementary retirement plans be provided by the private agency. It is also necessary to promote the development of satisfactory retirement plans for employes of state and local public welfare departments and agencies.

19. *Agency function and program.* The employe should be given a basis for understanding the agency's program and its validity, in relation to the needs of the community and to the programs of other agencies in that community.

The agency should be sufficiently stable financially and administratively to warrant confidence of the employes in its ability to fulfill its agreements and to maintain its program.

The board or governing body should be in position to lend understanding and support to the program of the agency and to the professional function of its staff.

20. *Staff relationships.* The employe should be given a basis for specific understanding of the relationship between his work and that of other employes in the agency both as to performance and responsibility.

21. *Staff participation.* There should be definite

though not necessarily formal avenues for participation of the staff in determining agency policies and procedures. There should be adequate opportunity for employes to transmit their working experience and to relate this to changing policies and procedures.

22. *Professional advancement.* The agency should aim to provide sound professional social services, and as a part of this to provide aids to professional development of its staff. Fundamental to this is adequate professional supervision and staff instruction geared to agency needs and staff equipment.

In addition there should be opportunity for staff to acquire professional equipment by means of time off, possibly with financial assistance, for professional study. Time off and possibly also expenses should be considered for outside professional activities and conference participation, teaching, etc.

The social worker should aim to develop his professional capacity and his contribution to the field and there should be evidence of this professional attitude in his assumption of responsibility for productive contribution to the work of the agency.

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## *Washington University Opens New Building*

Exercises in connection with the formal opening of the George Warren Brown Memorial Hall for the Department of Social Work, Washington University, St. Louis, Mo., were scheduled for January 12 to 17. The program was under the auspices of Washington University, the Alumni Association of the George Warren Brown Department of Social Work, the American Association of Schools of Social Work, the St. Louis Chapter of the AASW, the St. Louis Community Council, the St. Louis Department of Public Welfare, and the Missouri Association for Social Welfare. The George Warren Brown Memorial Hall was erected in pursuance of the bequest of Mrs. George Warren Brown, as a memorial to her husband and was given to Washington University for the use of the George Warren Brown Department of Social Work.

## *Fellowships in Public Administration*

Announcement of fellowships in public administration for 1937-38 has been received from the University of Minnesota. These include both pre-service and in-service fellowships and are open to candidates interested in public welfare administration as well as in other areas of public service. In view of the need for professionally trained social workers in public welfare administration, information about these fellowships is given here in the hope that members who are graduates of schools of social work and who are interested in the public welfare field will be interested in this opportunity for supplementary preparation.

The *pre-service fellowships* at the University of Minnesota are granted for a two year period of training and carry a stipend for the first year of $650 plus tuition and fees in the Graduate School. The second year is spent as an interne in a government department, the stipend depending on location and nature of interneship. Applicants must be graduates of recognized colleges and not over 30 years of age.

The *in-service fellowships* are granted for a one year period of training and carry stipends varying from $1,000 to $1,500 a year. Applicants must be graduates of recognized colleges, not over 35 years of age and in addition must have had not less than 3 years of experience in public service, preferably in a position involving some administrative responsibility. An applicant must be endorsed by his governmental employer and should secure promise of a leave of absence for the duration of his fellowship year.

Application blanks for *pre-service* or *in-service fellowships* may be secured from the Secretary, Committee on Training for Public Administration, 213 Burton Hall, University of Minnesota.

Application for either type of fellowship must be made not later than *July 1, 1937.*

## *Relief Statistics*

In "This Business of Relief," Ralph G. Hurlin summarizes the development of relief statistics in the country up to a year ago. Writing in the December mid-monthly *Survey*, Mr. Hurlin finds that several steps have been taken in 1936 which "give promise of further developments in the direction of more complete relief statistics." Among those mentioned are the setting up of the division of public assistance statistics in the Security Board; publication of *Public Assistance;* Monthly Statistics for the United States; a special study by the WPA Division of Social Research covering a sample of rural and town areas in which analysis is made of amounts and kinds of relief; and a recent decision by the WPA and the Social Security Board "to join forces in collecting from the states, general relief statistics useful to both organizations. . . ."

The statement points to obstacles remaining in the way of "meeting the full need" among which is that "a third or more of the states have not retained the effective central statistical offices" as under FERA. Important gaps in the record of expenditures of over $2,000,000,000 for relief still exist and figures for states and cities are not available.

## *"Compass" Questionnaire Returns*

Questionnaires sent to the chapters in an effort to get a cross section of reader opinion in regard to *The Compass* make-up, policy, content, etc., are coming to the national office daily from members in all parts of the country. While tabulation of the replies is not complete at this writing, a cursory examination reveals that members have made some excellent comments and suggestions. If you have not registered your point of view and would like to, drop a post card to the national office asking for a copy of the *Compass Questionnaire*. One will be sent to you by return mail.

## *Chapter Membership Count*

The count of the members by chapters which is taken at the beginning of every calendar year is published below. This is the official count which establishes the basis for representation at the Association Delegate Conference and for budget estimates. No other official count is taken during the year and the responsibility rests with the chapters for keeping up to date between annual counts the list of members sent to them the first of every year.

### CHAPTER MEMBERSHIP COUNT

as of December 28, 1936

| | Junior | Senior | Total | Total by State |
|---|---|---|---|---|
| Alabama State Chapter | 17 | 35 | 52 | 52 |
| Arizona State Chapter | 6 | 11 | 17 | 17 |
| Arkansas State Chapter | 6 | 19 | 25 | 25 |
| California | | | | 783 |
| California Council | 1 | 14 | 15 | |
| Los Angeles Chapter | 61 | 378 | 439 | |
| Northern California Chapter | 28 | 246 | 274 | |
| San Diego Chapter | 6 | 49 | 55 | |
| Colorado | | | | 165 |
| Non chapter | 4 | 5 | 9 | |
| Colorado Springs Chapter | 3 | 8 | 11 | |
| Denver Chapter | 58 | 87 | 145 | |
| Connecticut State Chapter | 4 | 226 | 230 | 230 |
| Delaware State Chapter | — | 27 | 27 | 27 |
| Washington, D. C. Chapter | 19 | 272 | 291 | 291 |
| Florida State Chapter | 16 | 50 | 66 | 66 |
| Georgia State Chapter | 17 | 93 | 110 | 110 |
| Hawaii Chapter | 1 | 37 | 38 | 38 |
| Idaho | — | 2 | 2 | 2 |
| Illinois | | | | 942 |
| Chicago Chapter | 185 | 675 | 860 | |
| Illinois Chapter | 12 | 70 | 82 | |
| Indiana | | | | 131 |
| Non chapter | — | 1 | 1 | |
| Indianapolis Chapter | 32 | 98 | 130 | |
| Iowa State Chapter | 30 | 91 | 121 | 121 |
| Kansas | | | | 58 |
| Non chapter | 3 | 14 | 17 | |
| Wichita Chapter | 0 | 23 | 23 | |
| Topeka Chapter | 2 | 16 | 18 | |
| Kentucky | | | | 97 |
| Non chapter | 8 | 8 | 16 | |
| Louisville Chapter | 19 | 62 | 81 | |
| Louisiana | | | | 160 |
| Non chapter | 8 | 22 | 30 | |
| New Orleans Chapter | 27 | 103 | 130 | |
| Maine | 1 | 13 | 14 | 14 |
| Maryland State Chapter | 9 | 168 | 177 | 177 |
| Massachusetts | | | | 355 |
| Non chapter | — | 2 | 2 | |
| Boston Chapter | 8 | 239 | 247 | |
| Southeastern Mass. Chapter | 2 | 29 | 31 | |
| Western Mass. Chapter | — | 46 | 46 | |
| Worcester Chapter | 3 | 26 | 29 | |
| Michigan | | | | 381 |
| Michigan Council | 8 | 31 | 39 | |
| Detroit Chapter | 24 | 263 | 287 | |
| Grand Rapids Chapter | 3 | 22 | 25 | |
| Kalamazoo Chapter | 3 | 8 | 11 | |
| Lansing Chapter | — | 19 | 19 | |
| Minnesota | | | | 352 |
| Non chapter | 1 | 13 | 14 | |
| Arrowhead Chapter | 5 | 14 | 19 | |
| Twin City Chapter | 81 | 238 | 319 | |
| Mississippi | 6 | 2 | 8 | 8 |
| Missouri | | | | 446 |
| Non chapter | 18 | 35 | 53 | |
| Kansas City Chapter | 5 | 76 | 81 | |
| St. Louis Chapter | 66 | 246 | 312 | |
| Montana | 3 | 5 | 8 | 8 |
| Nebraksa State Chapter | 16 | 42 | 58 | 58 |
| Nevada | — | 3 | 3 | 3 |
| New Hampshire | — | 10 | 10 | 10 |
| New Jersey State Chapter | 17 | 224 | 241 | 241 |
| New Mexico | 5 | 9 | 14 | 14 |
| New York | | | | 1757 |
| New York Council | 4 | 76 | 80 | |
| Buffalo Chapter | 21 | 133 | 154 | |
| Fort Orange Chapter | 8 | 53 | 61 | |
| New York City Chapter | 77 | 1222 | 1299 | |
| Rochester Chapter | 8 | 103 | 111 | |
| Syracuse Chapter | 7 | 45 | 52 | |
| North Carolina State Chapter | 6 | 39 | 45 | 45 |
| North Dakota | 5 | 7 | 12 | 12 |
| Ohio | | | | 926 |
| Ohio Council | 8 | 39 | 47 | |
| Akron Chapter | 2 | 35 | 37 | |
| Cincinnati Chapter | 12 | 180 | 192 | |
| Cleveland Chapter | 77 | 384 | 461 | |
| Columbus Chapter | 15 | 68 | 83 | |
| Dayton Chapter | 1 | 45 | 46 | |
| Toledo Chapter | 5 | 55 | 60 | |
| Oklahoma State Chapter | 25 | 34 | 59 | 59 |
| Oregon State Chapter | 17 | 53 | 70 | 70 |
| Pennsylvania | | | | 945 |
| Pennsylvania Division | 15 | 39 | 54 | |
| Erie Chapter | 1 | 23 | 24 | |
| Harrisburg Chapter | 3 | 52 | 55 | |
| Lehigh Valley Chapter | 2 | 25 | 27 | |
| Northeastern Penna. Chapter | 1 | 44 | 45 | |
| Philadelphia Chapter | 11 | 363 | 374 | |
| Pittsburgh Chapter | 100 | 236 | 336 | |
| Reading Chapter | 2 | 28 | 30 | |
| Rhode Island State Chapter | 3 | 76 | 79 | 79 |
| South Carolina State Chapter | 5 | 22 | 27 | 27 |
| South Dakota State Chapter | 10 | 6 | 16 | 16 |
| Tennessee | | | | 59 |
| Non chapter | — | 11 | 11 | |
| Memphis Chapter | 1 | 23 | 24 | |
| Nashville Chapter | 3 | 21 | 24 | |
| Texas | | | | 171 |
| Non Chapter | 1 | 6 | 7 | |
| North Texas Chapter | 7 | 47 | 54 | |
| South Texas Chapter | 18 | 92 | 110 | |
| Utah | | | | 32 |
| Non chapter | 1 | — | 1 | |
| Salt Lake City Chapter | 6 | 25 | 31 | |
| Vermont | 1 | 7 | 8 | 8 |
| Virginia | | | | 155 |
| Non chapter | 8 | 24 | 32 | |
| Lynchburg-Roanoke Chapter | 4 | 11 | 15 | |
| Richmond Chapter | 24 | 84 | 108 | |
| Washington | | | | 163 |
| Non chapter | 11 | 22 | 33 | |
| Seattle-Tacoma Chapter | 41 | 89 | 130 | |
| West Virginia | 7 | 5 | 12 | 12 |
| Wisconsin | | | | 164 |
| Non chapter | 3 | 23 | 26 | |
| Madison Chapter | 3 | 26 | 29 | |
| Milwaukee Chapter | 9 | 100 | 109 | |
| Wyoming | — | 2 | 2 | 2 |
| Puerto Rico Chapter | 7 | 19 | 26 | 26 |
| Foreign | | | | 17 |
| Canada | — | 10 | 10 | |
| Alaska | — | 1 | 1 | |
| Australia | — | 1 | 1 | |
| England | — | 1 | 1 | |
| France | — | 1 | 1 | |
| China | — | 1 | 1 | |
| Palestine | — | 1 | 1 | |
| Czechoslovakia | — | 1 | 1 | |
| Bad Addresses | 10 | 13 | 23 | 23 |
| TOTAL | 1473 | 8677 | 10150 | 10150 |

## *Supervised Practice Procedure Continued*

The experimental supervised practice procedure by which candidates for membership in the AASW may, under certain specified conditions and requirements, fulfill the supervised field work requirement, will be continued for another year. This action was taken by the Executive Committee at its last meeting on recommendation of the Committee on Technical Requirements of the National Membership Committee, which felt that another year of experimentation was needed before sufficient data would be available to determine the practical and the educational significance of this method of meeting the field work requirement.

The supervised practice procedure was put into experimental operation beginning in the fall of 1935. The regulations call for a six months' period of practice, specially set up for this purpose, in the agency where the candidate is employed. Regular experience may not be offered, but a detailed plan must be worked out by the supervisor who is to be responsible for the period of supervised practice, and this plan must be submitted in advance to the Committee on Technical Requirements of the National Membership Committee for approval before the beginning of the practice period. Supervised practice is open only to candidates for whom field work under a school of social work is not available and who have already completed or are in the process of completing the course credits for junior membership in a member school of the Association of Schools.

During the past year, approximately 35 candidates registered for supervised practice. About half of these candidates were in two group experiments, one group in a public agency and the other group distributed among several agencies in one city under a unified plan worked out by the chapter.

In evaluating the supervised practice at the end of the six months period, the Association is experimenting for the first time with the examination process. A written examination has been prepared which will be given equal weight with the supervisor's report in the final evaluation. It is expected that the experiment will provide some interesting data for the Association which should be useful in connection with its current work on civil service and which should also throw some light on the feasibility of making further use of examinations in connection with applications for membership, possibly as part of the method of establishing eligibility under the exception clause in the membership requirements.

Information regarding the requirements for supervised practice may be secured from the national office by chapters, agencies or prospective candidates.

## SOCIAL WORK FELLOWSHIPS AND SCHOLARSHIPS, 1937-38

### I. American Association of Schools of Social Work

**1—Atlanta School of Social Work, Atlanta, Ga.**

Scholarships and Fellowships 1937-38

Several tuition scholarships available to qualified students offered by the School.

One tuition scholarship offered by Alumni Association of School.

**2—Bryn Mawr College, Bryn Mawr, Pa. Carola Woerishoffer Graduate Department.**

Fellowships 1937-38

Two Carola Woerishoffer Memorial Fellowships of the value of $860 each are awarded annually on the ground of excellence in scholarship to candidates who have completed at least one year of graduate work at some college of good standing after obtaining their first degree.

Two Young Women's Christian Association Fellowships of the value of $860 may be given annually by the YWCA of Philadelphia and the National Board of the YWCA for study at Bryn Mawr College, on the ground of excellence in scholarship and interest in community or group work to a candidate who has completed at least one year of graduate work and who has had satisfactory experience in group work or community organization after obtaining her first degree.

Scholarships 1937-38

The Robert G. Valentine Memorial Scholarship in Social Economy and Social Research of the value of $400 is offered by Mrs. Frank W. Hallowell, of Chestnut Hill, Mass. It is open to graduates of Bryn Mawr College or of any other college of good standing.

Two Carola Woerishoffer Memorial Scholarships of the value of $400 are offered annually and are open for competition to graduates of Bryn Mawr College or of any other college of good standing.

Application for Bryn Mawr scholarships and fellowships should be made by *March 1, 1937* to the Dean of the Graduate School. Application forms sent on request.

**3—Buffalo, University of, Buffalo, New York. School of Social Work.**

Scholarships and Assistantships 1937-38

One sociology assistantship providing free tuition and $150 a year open to graduate students in School of Social Work on competitive basis.

Compensation arranged in special cases by cooperating agencies for students doing field work.

In addition, the income from $1,000 is available for a prize in sociology. First year social work students are eligible to compete.

**4—California, University of, Berkeley, Calif.**

Fellowships 1937-38

*James Denman Scholarship* is open to women students, graduate or undergraduate, of the University of California preparing to enter upon some municipal or quasi-public employment having in view the systematic

regulation, care, and fostering of the recreation of young people in large cities.

**5—Carnegie Institute of Technology, Pittsburgh, Pa. Margaret Morrison Carnegie College.**

SCHOLARSHIPS 1937-38

No special scholarships offered in Department of Social Work.

General scholarships listed on pages 26 to 28 of the catalogue of Margaret Morrison Carnegie College are open to any qualifying student.

**6—Chicago, University of, School of Social Service Administration.**

FELLOWSHIPS 1937-38

Two university fellowships carry stipends of $600 and $750 from which tuition fees must be paid. They are available for students who have completed at least two years of graduate work in social service and have had experience in social work.

A special fellowship fund founded by the alumni of the Chicago School of Civics and Philanthropy yields approximately $700 biennially and is usually awarded to a candidate who has already had experience in social work, and who has completed part of the School's program.

*The Leila Houghteling Fellowships and Scholarships* range from tuition fees to the sum of $600 a year, depending upon the student's assignment. They are available only to those candidates who have completed a substantial amount of professional work (including field work) in the School of Social Service Administration.

*The Commonwealth Fund Fellowships.* The Commonwealth Fund has granted a fund to the School to be used for special fellowships in psychiatric social work. These fellowships will be granted only to students who have completed a year of graduate study in a school of social work and have had some social work experience.

SCHOLARSHIPS 1937-38

A few graduate service scholarships and half scholarships are available, carrying stipends which cover only tuition or half tuition and carry a service obligation of ten (or five) hours a week.

The La Verne Noyes Foundation provides tuition scholarships for deserving students who have served in the Army or Navy, or who are descendants of any one who served in the Great War.

The Helen M. Crittenden Loan Fund, the Leila Houghteling Loan Fund, the Sidney Teller Loan Fund and the Alumni Loan Fund are available for small loans to students who have already completed one or more quarters of work.

**7—Cincinnati, University of, Cincinnati, Ohio. Division of Training for Public Welfare Administration.**

SCHOLARSHIPS 1937-38

A few tuition scholarships are available.

Cooperating agencies provide opportunity with pay for half time service on staff for promising students under supervision.

**8—Denver, University of, Denver, Colorado. Department of Social Work.**

SCHOLARSHIPS AND ASSISTANTSHIPS 1937-38

Four student assistantships which provide half tuition each quarter.

One scholarship of $100, to be applied on tuition for two quarters, given by Denver Chapter, AASW.

**9—Fordham University, New York. School of Social Service.**

SCHOLARSHIPS 1937-38

A limited number of tuition scholarships will be offered on a selective basis to entering students.

The *Margaret Cummings Haney Scholarship* will be awarded to a selected student who has successfully completed the first year program of the School.

All scholarships are for a period of one year and begin the September following their award. Applications close *March 31, 1937.*

**10—Graduate School for Jewish Social Work, 71 West 47th Street, New York.**

FELLOWSHIPS AND SCHOLARSHIPS 1937-38

The Graduate School awards each year between ten and twenty scholarships and fellowships ranging in size from $150 to $500. These awards are made to people who have the requisite qualifications of: adequate personality; suitable educational background (social sciences); interest in Jewish life and its problems; satisfactory life and work experience; and scholastic record in undergraduate work.

Applications are received from seniors and graduates from the colleges and universities throughout the country, as well as qualified social workers who have not had professional training. Approximately three hundred applications are examined for these awards each year. *May 1, 1937* is the last day for filing applications for the awards.

The $500 and $350 fellowships will be awarded on the basis of a competitive examination held in various parts of the country in the spring of 1937. Fellowships of $250 and tuition scholarships of $150 do not require an examination. However, the Committee on Admissions and Awards reserves the right to consider for these awards the candidates who took the examination but did not rank high enough for the larger awards.

Fellowships and scholarships of similar size are also available for second year students. These are awarded on the basis of the student's record while in the School. All awards are made in *June* or *July.*

In addition to the above, several community fellowships are available each year for students who will pledge themselves to work in those communities for a limited period of time after graduation. For specific information regarding these fellowships, see the catalogue of the School, which will be sent upon request.

The School has a Students' Aid and a Students' Loan Fund for the purpose of helping students who may need financial assistance to take the course in the School.

**11—Indiana University, Indianapolis. Training Course for Social Work.**

SCHOLARSHIPS 1937-38

No special scholarships for social service students but the general university scholarships are open to these students if qualified.

**12—Loyola University, Chicago, Ill. School of Social Work.**

SCHOLARSHIPS 1937-38

Five scholarships established in the School of Social Work by the Alumnae Association of Loyola University are available to graduate students. Three scholarships provide $250 and two provide $125.

**13—Michigan, University of, Ann Arbor. Curriculum in Social Work.**

FELLOWSHIPS 1937-38

Graduate students in social work are eligible to apply for regular university fellowships of $500 each which are awarded on competitive basis to students in different fields. Applications for these fellowships should be received not later than *May 1, 1937.*

TRAVELLING SCHOLARSHIPS

Earhart travelling scholarships for training in social work are available to senior students in social work.

Each of these carries a stipend of $100 a year. They are used to provide travelling expenses between Ann Arbor and Detroit where field work is given and are awarded on a competitive basis to students who wish to train for social work.

**14—Minnesota, University of, Minneapolis. Graduate Course in Social Work.**

FELLOWSHIPS AND SCHOLARSHIPS 1937-38

Several fellowships in medical social work and one in social work, special line not stated, are available for graduate students who have been enrolled in the Graduate Course in Social Work for at least one quarter. These fellowships amount to $150 a quarter. They are awarded to promising students who would be unable to continue their professional education unless financial assistance could be procured. No other special scholarships are available for students in social work. Thirteen general academic scholarships ranging from $50 to $300 are open to undergraduate, pre-social work students if qualified.

Applications for such fellowships must be made not later than *March 1, 1937.*

**15—Missouri, University of, Columbia, Mo., Department of Sociology.**

SCHOLARSHIPS 1937-38

Volker Scholarship in Social Service is a graduate scholarship of the annual value of $300. It is open to students of high scholastic standing, holding an A.B. degree. Applications must be filed not later than *March 1, 1937.*

UNIVERSITY FELLOWSHIPS AND SCHOLARSHIPS 1937-38

Since the Public Welfare curriculum is now in the College of Arts and Science in the Department of Sociology, students in the field of Social Work are eligible for the general University fellowships and scholarships. There are a limited number of fellowships, each yielding a stipend of $600 a year for students who have demonstrated their ability to render service in the form of research during a year of graduate study. There are also a limited number of scholarships bearing stipends of $300 annually, open to graduate students of high promise in scholarship. Applications must be filed not later than *March 1, 1937.*

**16—National Catholic School of Social Service, 2400 19th Street, N. W., Washington, D. C.**

FELLOWSHIPS 1937-38

Seven fellowships will be awarded which carry tuition and maintenance. Students are nominated by the following patrons who have created these endowments and are recommended by the School on the basis of competitive examinations:

1. The Hines Fellowship, donated by Mrs. Loretto Hines of Chicago, Illinois.
2. The Hartford Fellowship, donated by the Diocesan Council of Catholic Women, Hartford, Connecticut.
3. The Mary Gess Schrembs Fellowship, donated by the Diocesan Council of Catholic Women, Cleveland, Ohio.
4. The Christine Parrott Donohue Fellowship, donated by Mr. Joseph Donohue of San Francisco, California.
5. The Queen Isabellá Foundation, donated by the Daughters of Isabella. (Two Scholarships are available.)
6. The Anna Clarke Hanna Fellowship, donated by the Diocesan Council of Catholic Women, San Francisco, California.
7. The Teresa Molamphy Fellowship, donated by the Pittsburgh Diocesan Council of Catholic Women.

SCHOLARSHIPS 1937-38

Five annual scholarships donated by individuals or organizations will be available which cover the cost of tuition and maintenance and are open to college graduates on the basis of competitive examination.

A limited number of loan scholarships on whole or part-time basis will be available.

Both types of loan scholarship, either part-time or full-time, require repayment by the student on the basis of 5 per cent of annual salary per year until the amount is paid.

Application for scholarships must be submitted on or before *April 15, 1937.* Communications should be addressed to the Director, National Catholic School of Social Service, Washington, D. C.

**17—The New York School of Social Work, 122 East 22nd Street, New York.**

FELLOWSHIPS 1937-38

***Joint Fellowships***

*Family Field*

A limited number of Joint Fellowships will be offered by the New York Charity Organization Society and the School to well qualified college graduates under thirty-five years of age, both men and women. These fellowships prepare definitely for the family field.

*Case Work with Homeless Men and Boys*

A fellowship will be offered by the Joint Application Bureau (maintained by the Association for Improving the Condition of the Poor and the Charity Organization Society) and the School to a well qualified college man under thirty-five years of age. This fellowship provides special training in case work with homeless men and boys.

Both the Charity Organization Society fellowships and the Joint Application Bureau fellowship cover approximately two years and carry full tuition with a monthly grant for maintenance. Applicants should be free from commitments which would prevent their accepting a position after training with the organization through which the fellowship is offered. Application must be made on blanks secured from the Registrar and these together with reference material must be on file at the School not later than *February 1, 1937.*

***Commonwealth Fund Fellowships***

*Psychiatric Field*

A number of Commonwealth Fund fellowships will be offered, the maximum amount of each to be $1,200. From this sum tuition must be paid to the School at the beginning of each quarter attended.

The program, covering preferably a period of nine months and beginning October 1, 1937, combines courses and field work in a psychiatric clinic.

The fellowships will be open to college graduates who have had not less than two years' experience in social case work. The program for Commonwealth fellows presupposes a knowledge of the fundamentals of social case work and preferably some psychiatric background. Persons whose social work experience has been primarily the carrying of heavy relief case loads with little or no opportunity for intensive case work are usually not sufficiently equipped to undertake the kind of practice required of students on Commonwealth fellowships.

Application for the fellowships must be made on blanks secured from the Registrar, and these together with reference material must be on file at the School not later than *March 1, 1937.*

### *Foreign Fellowships*

*Elizabeth Lowe Gamble*

A fellowship covering tuition and maintenance will be awarded to a foreign student, preferably one from the Orient.

*Willard Straight*

A fellowship covering tuition and maintenance will be awarded to a foreign student planning to return to his own country and engage in social work. (If the general financial situation should cancel this fellowship, due notice will be given.)

These fellowships become available as of October 1, 1937, and cover approximately half the diploma course. The grants do not cover traveling expenses. Applicants should have sufficient knowledge of English to carry the full School program, including lectures, discussion and field work. Application must be made on blanks secured from the Registrar and these together with reference material must be on file at the School not later than *February 1, 1937.*

**18—North Carolina, University of, Chapel Hill, N. C. School of Public Administration, Division of Public Welfare and Social Work.**

FELLOWSHIPS AND SCHOLARSHIPS 1937-38

No special scholarships or fellowships offered in the Division of Public Welfare and Social Work. The limited number of scholarships and fellowships offered by the University to graduate students in general are open to social work students as to other graduate students.

**19—Northwestern University, The University College, McKinlock Campus, Chicago, Ill. Division of Social Work.**

FELLOWSHIPS 1937-38

Eighteen university fellowships of about $400 and tuition, and a limited number of tutorial fellowships covering tuition and board, are available to graduate students, some of which may be assigned to students in the Division of Social Work.

Applications should be received not later than *March 1, 1937.*

**20—Ohio State University, Columbus, Ohio. School of Social Administration.**

FELLOWSHIPS 1937-38

One graduate fellowship of $300 in field of public health offered by Ohio Public Health Association.

One graduate fellowship of $250 open to student specializing in community organization.

One graduate fellowship of $100 open to student specializing in community organization.

A limited amount of funds for loan without interest are available.

Under certain conditions non-resident fees of $150 a year are waived for graduate students.

**21—Pennsylvania School of Social Work, Affiliated with the University of Pennsylvania, 311 So. Juniper Street, Philadelphia, Pa.**

FELLOWSHIPS AND SCHOLARSHIPS 1937-38

The Pennsylvania School of Social Work announces that a number of first-year scholarships, ranging in value from $250 to $500 will be available for students entering in the coming school year. A number of second-year fellowships will also be awarded in cooperation with social agencies of Philadelphia, offering special educational opportunities in specialized fields.

Both scholarships and fellowships are available only for applicants who have completed a full four-year course in an accredited college or university, and fellowships will be awarded only to persons who have successfully completed at least one year of graduate, professional education, including the substantial equivalent of the first year of the Graduate Course at the Pennsylvania School.

Applications for scholarships and fellowships should be received not later than *May 15, 1937.*

Loan scholarships, administered by the Alumni Association of the School and by the Rachel Pflaum Memorial Committee, are available to a limited number of students.

**22—Pittsburgh, University of, Pittsburgh, Pa. Division of Social Work.**

FELLOWSHIPS 1937-38

A number of agency fellowships covering tuition and approximately the cost of maintenance have been made available by social agencies of Allegheny County.

Ten university fellowships covering tuition have been established by the Buhl Foundation of Pittsburgh.

Applications for fellowships should be made not later than *April 1, 1937.*

**23—Puerto Rico, University of, Rio Piedras, P. R. College of Education.**

SCHOLARSHIPS 1937-38

No special scholarships for social work students but the general university scholarships are open to these students if qualified.

**24—St. Louis University, St. Louis, Mo. School of Social Service.**

FELLOWSHIPS 1937-38

Four fellowships in medical social work open to college graduates with a major in sociology or social work. The fellowships cover the cost of tuition and maintenance.

Applications must be filed before *March 1, 1937.*

**25—Simmons College School of Social Work, 18 Somerset Street, Boston, Massachusetts.**

SCHOLARSHIPS AND LOANS 1937-38

Several full tuition scholarships are available for graduate students. Application should be made by *March 15, 1937.*

A limited number of residence scholarships are available for qualified students.

Tuition loans are available from the Gamble Loan Fund, the Alumni Association Loan Fund, and from a fund given by the New England Round Table of Psychiatric Social Workers.

**26—Smith College School for Social Work, Northampton, Mass.**

SCHOLARSHIPS 1937-38

Several $450 scholarships may be awarded to students qualifying for the second and fourth sessions. Fourteen hospital interneships paying all maintenance expenses during the second and fourth sessions are available. Eight $100 tuition scholarships are also available. Applicants for scholarships and interneships should be college graduates, but need not have had practical experience in social work. All applications should be made to the Director by letter before *April 15, 1937.*

**27—Southern California, University of, 3551 University Avenue, Los Angeles. School of Social Work.**

FELLOWSHIPS AND SCHOLARSHIPS 1937-38

The School offers four graduate scholarships and one graduate fellowship.

**28—Tulane University, New Orleans, La. School of Social Work.**

SCHOLARSHIPS 1937-38

A limited number of free tuition scholarships available to qualified graduate students. Applications close *May, 1937.*

**29—Washington University, St. Louis, Mo. George Warren Brown Department of Social Work.**

FELLOWSHIPS AND SCHOLARSHIPS 1937-38

Students wishing to specialize in family welfare work are eligible to compete for special family welfare scholarships which offer $375 a year each. They are granted to students who in addition to meeting other regular requirements are willing to accept employment in the Provident Association of St. Louis for one year after finishing their academic work.

First-year graduate students who do not wish to specialize at once are eligible to the following:

1. Regular university scholarships of $200 each.
2. Several department scholarships of $350.
3. A special group of scholarships for women graduate students, known as the Barr Scholarships, carrying $400. Preference is given to students who have had one graduate year's work.

The holders of scholarships are exempted from half of the tuition.

Closing date for applications is *March 1, 1937.*

**30—Washington, University of, Seattle, Wash. Graduate School of Social Work.**

FELLOWSHIPS

Three fellowships of $500 each, known as the Loretta Denny fellowships, are open to graduate students in any department of the University on the basis of scholastic excellence, general merit, and need of financial assistance. *Not to be awarded for 1937-38.*

SCHOLARSHIPS

A graduate scholarship is open to a student who assists in the Department. Remuneration is tuition exemption and $15 a month. Available after first or second quarter of work.

LOAN FUND

Mildred E. Buck Loan Fund is available for small loans to students.

**31—Western Reserve University, Cleveland, Ohio. School of Applied Social Sciences.**

FELLOWSHIPS AND SCHOLARSHIPS 1937-38

Remuneration is provided for a limited number of students in connection with supervised field work given by a number of cooperating agencies in Cleveland. Loans in very limited amounts are occasionally available.

Certain fellowships are available to students in medical social work who are unable to finance professional education without assistance. First-year students who do not reside in Cleveland are eligible for maintenance fellowships. Second-year students are eligible for social service fellowships which consist of a monthly stipend.

Eligibility for any of the forms of student assistance is based on certain admission requirements which include a B.A. degree and a specific amount of pre-professional preparation in the social and biological sciences.

Applications should be made not later than *May 1, 1937.*

**32—William and Mary, College of, School of Social Work and Public Health, Richmond, Va.**

FELLOWSHIPS AND SCHOLARSHIPS 1937-38

Fellowships and scholarships varying from $100 to $250 are offered each year to college graduates for special work in such fields as family welfare, child welfare, psychiatric social work, recreation, and other branches of social work. One-half of each larger fellowship is a loan, repayable after graduation.

The number of scholarships offered each year varies with the qualifications and needs of the applicants.

**33—Wisconsin, University of, Madison, Wisc. Department of Sociology and Anthropology.**

FELLOWSHIPS AND SCHOLARSHIPS 1937-38

There are two fellowships of $600 a year and one scholarship of $250 a year plus free tuition available for the graduate sociology students. For undergraduates and graduates there are also a number of legislative scholarships which provide for free tuition for out-of-state students.

Application for any of these should be in by *February 1, 1937.*

## II. OTHER UNIVERSITIES

**1—The Catholic University of America, Washington, D. C. The School of Social Work.**

SCHOLARSHIPS 1937-38

Two of the twenty-five full scholarships established by the Knights of Columbus at the Catholic University of America are available to students in the School of Social Work. Both of these scholarships will be available in the spring of 1937.

Two full scholarships are offered by the Society of St. Vincent de Paul in St. Louis, and one each is offered by the Society of St. Vincent de Paul in Baltimore, New York City, and New Orleans. Some of these scholarships may be vacant for the year 1937-38.

A tuition scholarship offered by the Society of St. Vincent de Paul in Washington and one offered by a group of Catholic laymen in Washington may be vacant for the year 1937-38.

In addition to the above, a number of scholarships established by Catholic Dioceses are available for priest students in the School of Social Work.

Rt. Rev. Msgr. R. M. Wagner, Director of Catholic Charities of Cincinnati, has made available two scholarships which include tuition and partial living expenses for Catholic laymen from Cincinnati.

Six scholarships offering maintenance in institutions in the District of Columbia for a prescribed number of hours of work are available.

The School of Social Work has the authority to refer qualified students to the Hattie M. Strong Foundation, which provides non-interest-bearing loans to graduate students.

Applications for scholarships must be submitted to the Dean on or before *April 1, 1937.*

**2—Notre Dame, University of, Notre Dame, Ind. Curriculum in Social Work.**

SCHOLARSHIPS 1937-38

Group Work: Ten Knights of Columbus graduate tuition scholarships.

Case Work: Five graduate tuition grants involving minor service requirements of an academic nature.

Scholarships are open only to men and the Knights of Columbus scholarships are limited to Catholics. Application should be sent to the University Registrar before *May 1, 1937.*

**3—Oklahoma, University of, Norman, Okla., School of Social Work.**

RESEARCH FELLOWSHIPS 1937-38

The University of Oklahoma offers ten or more graduate research fellowships and scholarships. Appointments are assigned from year to year to various departments according to the merits of the applicants and the nature of the research problems submitted. Research fellowships carry stipends ranging from $300 to $400. Research scholarships carry stipends ranging from $150 to $200 and are usually awarded to students who are entering upon graduate study.

Applications for research fellowships and scholarships must be filed with the Dean of the Graduate School on or before *March 15, 1937.*

## *Book Reviews*

*Cash Relief.* Joanna C. Colcord, Russell Sage Foundation, New York. Price $1.50.

Miss Colcord's book on cash relief presents illuminating data on the experience of nine American cities in the use of cash relief. Her scholarly approach to the analysis of facts as revealed in the study gives added weight to her conclusion that cash relief is socially preferable and administratively more competent and economical. Her defense of cash relief has not only theoretical significance but immediate, practical importance. The withdrawal of federal funds has forced local relief administrations into hasty programs of economy and as cash relief is still regarded in many places as tempting both the administration and its clients to wasteful expenditures, it may well be that the present necessity for economy may retard or threaten the recent development toward cash relief. Certainly this book should be brought to the attention of board members and executives of relief administrations and all others interested in the administration of public relief.

The book examines the methods of relief giving current during the depression years—bread lines, soup kitchens, commissaries, relief in kind and cash relief. A descriptive account of the experience in the use of cash relief by each of the cities studied is given in detail. Significant is the fact that the transfer to cash relief was best accomplished where an adequate period of preparation was allowed the staff, the clients and the community. In no city were the fears about cash relief realized. The elimination of the humiliating disbursing order did not attract to the relief rolls an increased number of applicants. Nor is there a record of reckless mis-spending with the advent of cash relief. The vast majority of clients demonstrated their ability to spend wisely and well and to manage their own affairs as they always had as wage earners. There is some evidence that more was spent for rent and less for food than provided for by the budget and that more was spent for meat and less for milk. But no testimony was presented by educators or health workers that the nutrition of school children suffered under the cash plan. The prediction that bills would go unpaid proved to be without foundation. Nor was there any evidence that the use of money destroyed clients' incentive to work. This was true even where work relief earnings were no greater than direct cash relief. Less than 1% of families were kept on disbursing orders or placed back upon them for failure to use funds properly. This fact should be conclusive evidence that clients can be trusted with money.

That clients prefer cash was demonstrated by an overwhelming volume of evidence in each city studied. In one city, where for a period a sales tax made the disbursing orders of greater purchasing value than cash relief, most of the clients preferred to remain on the cash basis and manage as well as they were able. From the clients' point of view the advantages of cash relief are psychological as well as practical. Money, no matter how small the amount, is a symbol of individual power and the relief check restores to the client, at least within a sadly restricted area, the authority to manage his daily existence. By this transfer of control there is an appeal to his pride, his initiative and his sense of responsibility. His self-respect is protected for his relief status is no longer apparent to tradesmen and fellow customers. There is no way of knowing how the prestige of parents has suffered in the eyes of children but it is reasonable to assume that a healthier family situation exists where the parents have money in the family purse and appear more really in the role of providers. The practical advantages are that clients can buy better than others can for them. They have experience and ingenuity in stretching the relief dollar to its limit and at the same time can enjoy the satisfaction of suiting their individual tastes and habits.

From the point of view of the administration there are also important advantages to cash relief. Visitors are relieved from the burden of clerical detail which releases their time for more effective contacts with clients. This is a major gain because the fundamental control of relief expenditures inevitably must rest on the client-visitor relationship. Reduction in clerical expense, reduction in complaints from clients and better understanding with pressure groups and the community are also ad-

vantages that resulted from the cash relief system.

Data on the comparative costs of relief in kind and relief in cash were not available. The impression was gained, however, that the costs of relief per family were not increased as a direct result of adopting a cash relief system. Although an analysis of administrative costs was not possible, the author is convinced that administrative savings can result from the use of cash relief. She believes, however, that in building the case for cash relief "emphasis should be placed where it rightfully belongs, on the morale value and the essential justice of cash relief."

In her introduction, Miss Colcord states that cash relief is all but universal in European countries. It is surprising, therefore, that this country has been so fearful of entrusting money to its citizens. One would expect that this country, with a social philosophy based on the concept of the rights of the individual, would have been the first to recognize the value to the individual of cash relief. And one would also wish that the profession of social work, which has received so much more recognition here than abroad, had been so developed that its basic principles at least were now inherent in public welfare programs. Miss Colcord's book has importance not only because of the light it throws on problems of relief administration but because as a contribution from a professional social worker it strengthens the position of social work and may bring it closer to the point of assuming the leadership which should be its professional responsibility.

ELIZABETH DEXTER
*Emergency Relief Bureau, New York City.*

*The Administration of Old Age Assistance in Three States.* Robert T. Lansdale, and associates of the Committee on Public Administration, Social Science Research Council. Public Administration Service, Chicago, Ill. Price $1.00.

In these days when old age assistance is being started in different parts of the country, the experience of three states that have been pioneering in this field for several years should be of practical help. In contrast to states that have recently been stimulated by the Federal Social Security Act, old age assistance was established in Massachusetts, New York and New Jersey as an out-growth of the work of earlier commissions. Each of these states had had a comparatively long tradition of state welfare administration and some experience in cooperative activity with local units. In each instance, responsibility for the execution of the old age law was placed in an established state welfare department.

An obvious advantage of a state authority in these matters is the assurance it gives of more uniform application of a law than if the administration is left entirely to independent local units. In New Jersey, local cooperating units were created for the administration of old age assistance and most of these new county welfare boards have sought help eagerly from the state. In Massachusetts and New York, local units dating back to colonial times were utilized and the development of team work with the state authorities involved different techniques. "All three states afford an interesting contrast in the evolution from complete local domination of relief services toward state supervision of all local welfare functions."

Probably the most sensitive spot in any public welfare program is the control of local personnel. It is interesting to note that little aggressive effort along this line has been attempted by any of the three states, although 1936 amendments to the law in New Jersey and New York have increased the powers of the state authority in this respect. Lacking control of local personnel, all three states have relied heavily on the "social audit," namely, a review of all social records by the state authority. In New Jersey, this has been a desk job at the state office. In Massachusetts and New York it has been done in the field by the field staff. The report suggests that the same amount of time, effort and money expended on more constructive supervisory functions would have yielded more fruitful results.

The section dealing with local organization should dispel the fears of all who dread "regimentation" of our public welfare program. The ten local areas described present a wide variation of local policies and procedures. An extreme example of rugged individualism is the device in one unit for having cases reinvestigated independently by a second worker and pitting the two workers against each other in considering the findings that have been so elaborately double checked.

Unlike other forms of relief, more old age grants are discontinued because of death than for any other reason. This calls for special cooperative arrangement with local registrars of vital statistics.

The New York and New Jersey laws provide for recovery from assets which is conducive to greater liberality in the acceptance of applicants with property, although this policy also carries with it a whole set of administrative problems requiring specialized technical knowledge.

From cover to cover the report is bristling with details of practical experience. It will be a godsend to those who are just beginning to translate recent old age assistance legislation into a useful public service and is a timely contribution to the social planning that lies ahead in this field.

MARGARET S. MOSS
*County Relief Board, Philadelphia, Pa.*

Miss Edna Zimmerman
1016 South Fourth St.
Springfield, Ill.



## ON THE RECORD

THIS BUSINESS OF RELIEF: A symposium published by the American Association of Social Workers. 200 pp. Price $1.00 postpaid of *The Survey*.

In answer to the insistent demand "from the floor" that the discussions of the delegate conference of the AASW, held in Washington last February, be given general circulation among social workers, the Association presents this slim red volume. It is, in effect the background of social work experience and opinion against which the Association projected its platform for public assistance. . . .

In the thirteen papers by as many authors and the nine thumb-nail sketches of local conditions, the book gives a rounded picture of the relief situation, its parts and its whole, just after federal aid to direct relief was withdrawn. The ideas which it projects for a national system of public welfare including its administration, personnel, provision for special needs and so on, are born of experience. Appended is the outline for a federal assistance program drafted by the Association's Division on Government and Social Work and approved by the Delegate Conference. A second appendix includes statistics relating to the relief situation at the beginning of the year.

Altogether the collection constitutes, as Walter West says in the foreword, "an important part of the record on the puzzling problem of relief which is the latest and perhaps the most difficult of government's major concerns."

GERTRUDE SPRINGER

from *THE SURVEY*

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